



FY 06 CUT-OFF DATES
(Amended 14 Sep 2006)
FOR SUBMISSION OF PURCHASE REQUESTS TO THE
ARMY CONTRACTING AGENCY – SOUTHERN REGION (ACA/SR), FORT POLK

Cut-off dates for submission of purchase requests to the ACA/SR Polk Directorate of Contracting (DOC) for FY 06 are hereby amended as follows.

1. Purchases for SUPPLIES (Commercial Item or GSA) valued at less than \$500,000 will be accepted through COB 19 Sep 2006. Procurement Data Packages (PDP) must be in the Aquiline DOC Receiving In-Box no later than 1700 hours on 19 Sep 2006. Note, that all GSA buys must be competed unless supported by a Sole Source Justification document executed by the customer and approved by the Director of Contracting.
2. Cut-off date for services (any dollar value) has passed.
3. Any other requirement not covered by this memo must be approved by the Director or Deputy Director of Contracting.
4. Subject to Availability of Funds (SAF) requirements are not being accepted.
5. Effective 1700 hours on 19 Sep 2006, **Aquiline** will be not accessible for FY 06 requirements, except for those requirements covered by paragraph 3 above.

Please note that, manpower and resource constraints will affect our ability to execute services this year. There are no guarantees that expiring funds will be obligated prior to the end of the fiscal year. As of 19 Sep 2006, there are approximately 10 operating days remaining in FY 06.

This set of amended instructions will be posted to the ACA/SR Polk Home Page at: www.jrtc-polk.army.mil/doc/

CLAY COLE
Director
Army Contracting Agency – SR, Polk

**FY 06 CUT-OFF DATES
FOR SUBMISSION OF PURCHASE REQUESTS TO THE
ARMY CONTRACTING AGENCY – SOUTHERN REGION (ACA/SR),
FORT POLK**

Cut-off dates for submission of purchase requests to the ACA/SR Polk Directorate of Contracting (DOC) for FY 06 are as outlined below. Cut-off dates are approximately the same as they have been in previous years. However, manpower and resource constraints will affect our ability to execute services this year. Exceptions to the established cut-off dates will be limited to those customers that can provide resources to the ACA/SR contracting office. There are no guarantees that expiring funds will be obligated prior to the end of the fiscal year. We will make every attempt to obligate provided requirements meet established guidelines.

Customers are required to use PR (Purchase Request) Web / Aquiline to submit electronic purchase requests to this office. The entire Procurement Data Package (PDP) shall be submitted via PR Web / Aquiline. A PDP consists of, at a minimum:

- Purchase Request (PR)
- Independent Government Cost Estimate (IGCE)
- Performance Work Statement (PWS) / Statement of Work (SOW)
- Approval Memo per Secretary of the Army for services
- Non-DoD Contract Decision memo for GSA buys
- Certification of Funding
- Delivery schedules, as applicable
- Any special instructions, etc.

Subject to Availability of Funds (SAF) requirements will only be accepted after coordination with the Director or Deputy Director of Contracting.

All documents must be in a MS Office format (Word or EXCEL). Drawings cannot be transmitted via PR Web / Aquiline and will be accepted by email or hard copy. The DOC no longer accepts hard copies of PRs for contract actions. However, the **only** exception to this will be rotational training units.

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U.S. ARMY CONTRACTING AGENCY

Southern Region



DIRECTORATE OF CONTRACTING IDOC1

FORT POLK, LOUISIANA

<u>FY 06 ACQUISITION TYPE</u>	<u>CUT-OFF DATE</u>
Open Market Requirements > \$100K	11 Jul 06
Open Market Supplies Requirements < \$100K	14 Aug 06
Open Market Service Requirements < \$100K	31 Jul 06
Orders Under GSA Contracts for Supplies	14 Aug 06
Orders Under GSA Contracts for Services < \$100K	14 Aug 06
Orders Under Existing ID/IQ Contracts or Basic Ordering Agreements > \$ 100K < \$ 100K	31 Jul 06 14 Aug 06
Orders Under GSA Contracts for Services > \$ 100K	11 Jul 06
Maintenance (to start 1 Oct 06): Any Dollar Value	11 Jul 06
Small Purchase Annual Requirements (to start 1 Oct 06) < \$ 100K	1 Jul 06
Renewal of Options (regardless of start date): Any Dollar Value	NLT 90 days prior to effective date of option.

- All of the above dates are based upon a complete PDP.

CLAY COLE

Director

Army Contracting Agency – SR, Polk

Army Contracting Agency Southern Region
Directorate of Contracting – Bldg 350
Fort Polk, LA ☎ (337) 531- 0904 DSN 863-0904

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